

# Troop/Camporee Camping Reservation Procedures

Reservations are received on a first-come, first-served basis and are not added to the calendar until payment is received.

## Reservations

1. Check [property reservation calendar](#) for date availability. This calendar displays all current reservations.
2. Complete appropriate property reservation form. A form must be completed for day use and/or overnight use included in this packet.
3. **TROOP ONLY** Submit completed form and
  - a. Pay deposit if more than 4 weeks prior to reservation date
  - b. Pay in full if reservation date is less than 4 weeks prior to use date
4. **CAMPOREE ONLY** Submit completed form and
  - a. Pay deposit if more than 8 weeks prior to use date
  - b. Pay in full 4 weeks prior to use date if not paid in full by this date reservation will be removed from calendar.
  - c. Pay in full and reserve entire camp 8 weeks prior to use date for \$100 credit **Scoutshire and Kiwanis only**
5. Submit [Overnight Camping Application](#) for overnight reservation
6. **TROOP LEADER** - submit list of attendees, adult and girl to [tripapproval@girlscoutssa.org](mailto:tripapproval@girlscoutssa.org)
7. **CAMPOREE CHAIR** - Submit list of all troops attending camporee with troop number, leader's name, email address and phone number
8. Verify all current copies of all certifications are on file with council
9. Verify there is an annual permission form or hold harmless form is on file with council for all attendees

## Confirmations

1. Confirmation for payment will be sent upon payment in full
2. Kapers and property information will be sent with overnight trip approval

## Upon Arrival at Camp

1. Check in with camp ranger
2. Go over Kaper sheet, do a walk through and make notes of anything that needs attention prior to unpacking.

## Departure from Camp

1. Complete and sign Kapers
2. **MUST** check out with ranger and provide them with the completed and signed kaper report

## Damage Deposit

1. Will be processed once council has received approved Kaper report from camp ranger
2. If damage is found deposit will not be returned and troop will be responsible for damages
3. Payment is processed on the 1<sup>st</sup> and the 15<sup>th</sup> only

## Cancellations

1. Must be 4 weeks prior to confirmed use date to receive refund
2. Staff or weather cancellation will result in full refund

# Camp Sid Edmonds Reservation Form

**Reservation Dates** (Check Property Reservation Calendar for availability at [www.girlscoutssa.org](http://www.girlscoutssa.org))

Check-In Date \_\_\_\_\_ Time \_\_\_\_\_ Check-Out Date \_\_\_\_\_ Time \_\_\_\_\_

**Group Information**

Leader Name \_\_\_\_\_ Troop # \_\_\_\_\_

Service Unit \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone: Home \_\_\_\_\_

Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail Address \_\_\_\_\_

Approximate # of participants: Total \_\_\_\_\_

Daisy \_\_\_\_\_ Brownie \_\_\_\_\_ Junior \_\_\_\_\_ Cadette \_\_\_\_\_ Senior \_\_\_\_\_ Ambassador \_\_\_\_\_ Adult \_\_\_\_\_ Tagalongs \_\_\_\_\_

**Facility Information**

Indicate the facility you wish to reserve. Council approval required and extra fees apply during winter months to re-winterize units after use. If you wish exclusive use of a camp site, you must rent all the tents/cabins at the site. A \$75 Damage Deposit is required. Damage deposits will be returned if Kapers are completed and the form is returned to the mailbox upon departure and ALL requirements are met. Refund subject to confirmation by Camp Ranger.

Site	Capacity	Fee	Check to Reserve	# Days/Nights	Total
Scott House	24	\$50 per day/night	<input type="checkbox"/>		
Beaver Run West	20	\$50 per day/night	<input type="checkbox"/>		
Beaver Run East	20	\$50 per day/night	<input type="checkbox"/>		
Lakeview (hut units)	24	\$50 per day/night	<input type="checkbox"/>		
Hilltop	You Supply Tents	\$15 per day/night	<input type="checkbox"/>		
Camp Day Use (no overnight)	N/A	\$2 per person per day	# people: _____		

Winter months -- fee to re-winterize unit after use:

**Total Fees** \$ \_\_\_\_\_

**Certification Information**

A copy of current certification must be attached. Complete entire certification information.

Certification	Required for	Certified Person	Date Certification Received
CPR	Day or Overnight Use		
First Aid	Day or Overnight Use		
Camping	Day or Overnight Use		
Lifeguard	Swimming		
Adult Watcher	Water Activities		
Adult Watcher	Water Activities		
Archery Instructor	Archery		
Small Craft Water Safety	All Small Craft		
Basic Water Rescue	Wading Activities		

Please complete page 2 of this reservation form

# Camp Sid Edmonds Reservation Form Continued

## Additional Activities

- Fishing No private boats allowed. Personal equipment required.
- Swimming Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 We have made arrangements for a lifeguard\*.  
 We need assistance finding a lifeguard\*\*.
- Canoes and Mini-Kavaks Equipment Rental Fee: \$15 (Supplies include canoes, paddles and life preservers) Due to GSUSA guidelines, Daisies are not allowed to use Canoes.  
Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 We have made arrangements for someone with Small Craft Safety Certification\*.  
 We need assistance finding someone with Small Craft Safety Certification\*\*.
- Flat Bottom Boats Equipment Rental Fee: \$15 (Supplies include boats, paddles and life preservers) All ages, including Daisies, are allowed to use Flat Bottom Boats  
Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 We have made arrangements for someone with Small Craft Safety Certification\*.  
 We need assistance finding someone with Small Craft Safety Certification\*\*.
- Archery Equipment Rental Fee: \$20  
Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 We have made arrangements for an Archery Instructor\*.  
 We need assistance finding an Archery Instructor\*\*.

\*A copy of current certification must be attached.

\*\*Every effort will be made to assist in finding trained personnel. However, there can be no guarantees. If personnel are found by the council, they will be paid for the time served by those using their service.

## Payment Information

### REFUNDS GIVEN WITH FOUR WEEKS WRITTEN NOTICE OF CANCELLATION TO COUNCIL.

Please make checks payable to Girl Scouts of Southern Alabama or GSSA.

Damage Deposit Amount \_\_\_\_\_ \$75

Rental Fee Amount \_\_\_\_\_

Equipment Rental Amount \_\_\_\_\_

Non-GSSA Council Amount \_\_\_\_\_ \$100

Amount Total \_\_\_\_\_

MasterCard

Visa

Discover

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ 3-digit Security code \_\_\_\_\_

## To Submit This Form:

E-mail to [TripApproval@girlscoutssa.org](mailto:TripApproval@girlscoutssa.org) (preferred)

OR

Fax to 251.344.4181

OR

Mail this Reservation Form, Copies of Certifications, and Payment to:  
Girl Scouts of Southern Alabama, 3483 Springhill Avenue, Mobile, AL 36608

**Make sure that each person attending has an Annual Permission Form on file with GSSA  
Upon arrival at camp, present a copy of this reservation form to the camp ranger, Jesse Malone (251-680-3344)**

## OFFICE USE ONLY

Date Rec'd Stamp

Amount \_\_\_\_\_

Confirmation/Kaper Sent \_\_\_\_\_

Scheduled  Yes  No

Approved By \_\_\_\_\_

## Camp Sid Edmonds: Bay Minette

**Program Possibilities:** Nature crafts and identification, hikes, cookouts, ecology, stargazing, camp beautification, canoe, swimming and badge work.

**Notes:** This camp has units that stay open year round. Two units are equipped with heating and air.

**Size:** 186 acres with a 35 - Acre Lake

**Capacity:** 88 (overnight campers)

Unit	Type of Unit	# of People	# of Beds	Type of Cooking	Cook Shelter	Electricity in Sleeping Facility	Showers	Toilets	Cooking Equipment	Other
Scott House	Winterized building	24	4	Kitchen fire ring	None	Yes	3	3	Yes	Heat / AC Refrigerator / Ice Machine
Lakeview	6 hutlets	24	24	1 fire rings/ 1 stove stand 1 fire ring/ 1 propane stove /1 charcoal fireplace	Yes	No	4	4	Yes	
Beaver Run East	Winterized building	20	20	1 fire ring/ 1 propane stove /1 charcoal fireplace	Yes	Yes	2	2	Yes	Heat / AC Refrigerators (1)
Beaver Run West	Winterized building	20	20	1 fire ring/ 1 propane stove /1 charcoal fireplace	Yes	Yes	2	2	Yes	Heat / AC Refrigerators (1)
Hilltop	You provide Tents			1 fire ring	Yes	Yes	No	1	No	Primitive Camping or Day Use

\*Please note that archery equipment is not stored at Camp Sid Edmonds. Prior notification will be needed so proper arrangements can be made to get the equipment.